

EXECUTIVE – LEGAL & COMPLIANCE

A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading manufacturers of medical devices and pharmaceutical products and services - now operates one of the largest medical complex in Vietnam and has become a prestigious trademark in Vietnam healthcare market. With more than 1,400 employees nationwide, we develop high quality “made in Vietnam” products, especially our infusion solutions, dialysis solutions and plastic medical instruments have widely been used and appreciated in international and domestic markets. Every service provided by B. Braun Vietnam incorporates the entirety of our knowledge and skills, the company's deep understanding of users' needs and extensive expertise.

Our mission is to PROTECT and IMPROVE the health of people around the world. Let's become a part of the B. Braun family and share your expertise.

www.bbraun.com.vn

B. Job responsibilities:

The position holder will coordinate and assist in legal services and provide support in overall legal and administration function of the company.

1. Monitor legal documents and processes for the company to ensure our highest compliance and quality while support the business to run smoothly and effectively:

- Identify and monitor the process of updating the company's licenses and operating permits in coordination with other relevant departments, prepare application dossiers and submission documents, manage to achieve the relevant licenses, permits and approvals including maintaining relationship and liaising closely with relevant government authorities.
- Maintain a legal regulations database, update the latest laws and regulations,
- Assist in drafting and review contractual terms and conditions, advise on contractual rights and obligations and other requirements, maintain and update templates of standard contracts,

- Provide drafting and review of other legal documents of the Company when necessary, maintain proper filing of the company's important documents such as Board resolutions, by-laws
- Conduct internal training on issues regarding laws, regulations, contracts, etc.
- Maintain a contract database and respond to requests for data in a timely manner
- Assist in all other legal services, make translation and have documents notarized when needed;

2. Support line manager in strategic legal matters:

- Assist in advising the company on all legal matters to ensure compliance with the laws and regulations;
- Provide a high level of executive support, research, project coordination when required, provide support for a variety of legal-related activities, including legal or factual research, document preparation and analysis, citation checking;
- Envisage and provide legal defense actions, assist in procedures relating to litigations, lawsuits, or other administrative actions before courts or other government authorities in order to protect the company's legal and business interests;

3. Maintain, build good relationship with local authorities and legal bodies in a professional way to gain advocacy for the company.

4. Coordinate with other departments, and undertake other tasks as assigned by manager from time to time.

C. Job requirements:

- Bachelor of Laws or Master of Law Degree preferred with more than 3 years of related working experience, or other business Master Degree (such as MBA) of 5 years working experience with at least 3 years of working experience in legal related field
- Strong verbal and interpersonal skills
- Customer-service oriented
- Self-motivated, requires little direction
- Must be a team player
- Able to work on multiple priorities simultaneously
- Able to follow directions and pay attention to details and deadlines
- Proficient in Microsoft Office Software
- Experience with library processes and procedures would be highly appreciated

D. Strive for more...

Motivated and competent employees are our most important assets. We are committed to invest in our people, through continuous career development, on-the-job training and

professional qualifications. The opportunities are endless at B. Braun as we are in a continuous growth phase. You can really drive your own career here and are trusted to do a fantastic job.

Whatever role you are in, you are in some way, shape or form contributing to protecting and improving the health of people around the world. We love to see that you genuinely make a difference.

“Candidates are always welcome at B.Braun Vietnam. We are an equal opportunity employer and commit to ensure fairness and transparency during selection process as well as in your development later on with us”.